

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Office Technician (Typing)
Position #:	051-641-1139-014
Salary Range:	\$2686 - \$3264
Issue Date:	October 17, 2008
Contact:	Laura Nicholls (916) 323-1598
Location:	Division of Audits 3301 C Street, Suite 705 Sacramento, CA 95816
Final Filing Date:	Statewide - Until Filled

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

Scope of the Position:

Under the direct supervision of a Staff Services Manager 1 (SSM1), provide high-level support services to audit staff; where typing encompasses a significant portion of the work time.

Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Act as liaison between Audits staff and management located at C Street for administrative support functions as follows: Provide administrative support services, liaising with MATS management and staff. Provide procurement services, liaising with Audits' Procurement Analyst and SCO's Departmental Accounting. Provide facilities management services, liaising with Audits' Facilities Analyst and SCO's Business Services Office. Provide attendance/timesheet collection and verification services, liaising with Audits' Personnel Analyst and Attendance Analyst, and SCO's Personnel Office.
- Provide general support services for division staff and management located at C Street, following established division procedures. Answer and direct incoming calls from other agencies and the public. Distribute incoming/outgoing mail and overnight shipments. Sort and distribute sensitive and confidential mail to division staff located at C Street. Maintain tracking system for records being sent between main office and C Street. Distribute/log payroll and travel expense checks. Maintain general office supplies inventory, including ordering and receiving supplies. Fulfill general supply requests and special supply/equipment requests from staff. Reconcile and approve invoices for supplies.
- Independently compose, type, format, and edit correspondence and/or forms, and develop spreadsheet reports and charts displaying graphical detail of information while using appropriate guidelines and procedures. Maintain correspondence database for tracking purposes. Upon approval/signature, distribute correspondence following established procedures.
- Respond to inquiries/questions/requests from Division of Audits management and staff at C Street, other state agencies, or the public. Answer and direct incoming calls from other agencies and the public with detail and sensitivity.
- Perform other duties as required, including, but not limited to, operating office-copying machine, utilizing 10-key calculator, etc.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Audits
ATTN: Laura Nicholls
3301 C Street, Suite 705
Sacramento, CA 95816